

5.0 Completing a LASS Submission

5.1 Balance Sheet

The Balance Sheet is used to enter the applicable Balance Sheet Information for the current submission. Using the hardcopy financial statements prepared by the auditor, enter the applicable data into the Balance Sheet template.

Step 1: Enter the data on the Balance Sheet.

Balance Sheet				Ops & Equity	Cash Flows	Net Worth	Liquidity
Line Item #	Account Description	Amount	Details				
Assets:							
Current Assets:							
111*	Cash and Cash Equivalents	\$ <input type="text"/>	---				
121	Accounts Receivable, Net of Allowance for Doubtful Accounts	\$ <input type="text"/>	---				
131	Securities	\$ <input type="text"/>	---				
132	Securities Available for Sale	\$ <input type="text"/>	---				
133	Trading Account Securities	\$ <input type="text"/>	---				
134*	Loans Held for Sale, at lower of cost or market	\$ <input type="text"/>	---				
135	Other Current Assets	\$ 0 <input type="text"/>	Details				
136	Deferred Income Taxes	\$ <input type="text"/>	---				
150	Total Current Assets	\$ 0 <input type="text"/>	---				
Non-Current Assets:							
165	Property, Equipment and Leasehold Improvements, Net of Accumulated Depreciation	\$ <input type="text"/>	---				
166	Co-Insurance Loss Reserves	\$ <input type="text"/>	---				
167	Deferred Income Taxes	\$ <input type="text"/>	---				
171	Net Mortgage Servicing Rights	\$ <input type="text"/>	---				
172	Other Allowance for Losses	\$ <input type="text"/>	---				

Partial Template Shown



Note 1: Click the **Line Item Definitions** link for a detailed explanation of each of the line items. Enter the line item number for which you would like to retrieve a definition and click the Search pushbutton.

Note 2: Do not use commas or decimals when entering values on the Balance Sheet. The system will automatically format the commas upon clicking the Save pushbutton or clicking any tab or link. The system also rounds decimals to the nearest dollar upon clicking the Save pushbutton or clicking any tab or link.

Step 2: Once all Balance Sheet data has been entered, click on the appropriate pushbutton at the bottom of the page.

- To save the Balance Sheet with the data that has been entered, click the Save button, and proceed to **Step 3**.

- To reset the Balance Sheet to the data from the last time it was saved, click the Reset button, and repeat **Step 1**.

Step 3: The Save button saves the Balance Sheet template with the data that has been entered assuming there are no errors:

- If errors are generated, an error message will appear either as a pop-up message or on a new page depending on the nature of the error. Both types of error messages will indicate the basis of the error so the user may correct it.
- If no errors are generated, the data will be saved and the user may proceed to step 4.

Step 4: The Balance Sheet page refreshes with the saved data.

Step 5: Click on the Operations and Equity tab or the Operations and Equity links at the top and bottom of the page to proceed to the Operations and Equity page.